

Wreningham Parish Council

I give notice of a meeting and summon members to attend.
The meeting will be held in the Margaret Preston Room, Wreningham Village Hall
on **Tuesday 14th November 2023 commencing 7.30pm**
Members of the Public are welcome to attend

Signed: [T Higlett](#)
Clerk to Parish Council

Date: 6th November 2023
Email: clerk.wpc@gmail.com

AGENDA

1. To consider apologies for absence
2. To receive declarations of interest
3. Open Forum
 1. Input from the Public
 2. District & County Councillors
4. To approve the minutes of the last meeting
5. Planning
 1. To consider a response to planning applications
2023/3219 Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to 5 dwellinghouses (QA and QB)
Location: High Common Farm Wymondham Road Wreningham.
Application Type: Prior Notification - Agricultural to Residential
 2. Comments agreed between meetings
 - I. 2023/2685 Location: High House Farm, Wymondham Road Proposal: Demolition of a redundant outbuilding.
 - II. 2023/2463 Location: Wreningham House Norwich Road Proposal: New site access
 - III. 2023/2978 Location: Poplars, Ashwellthorpe Road. Change from brick to weather boarded finish, change in position and number of windows, add roof windows to barn (following approved permission 2019/0605)
 - IV. 2023/3087 Location: High Common Farm, Wymondham Road. Proposal: Agricultural Access Track.
 - V. 2023/2916 Location Amber Real Estate, Wymondham Road. Proposal Use of hazardous substance misuse.
 3. To receive a report on plans accepted/refused by South Norfolk Council
 - I. Sunningdale Wymondham Road Wreningham. Proposal: Demolition of existing bungalow and garage with replacement dwelling. Decision: Approval with Conditions.
6. Administrative Issues
 1. Statutory Policy Review

| Policy | Amendments | Notes |
|-----------------------------------|---|---|
| Community Engagement Strategy | Removal filming of meetings; inclusion of notices on council owned noticeboards | Filming in/of meetings separate policy – see next item. |
| Recording Council Meetings policy | New Policy | |
 2. Report from Clerk on Norfolk PTS Autumn seminar.
7. Finance
 1. To receive the financial report
 2. To discuss financial spend on Kings Coronation events held in May 2023
 3. To approve payments

Wreningham Parish Council

1. T Higlett – salary October £197.11
2. T Higlett – salary November £207.11
3. Upper Tas Valley All Saints PCC – churchyard maintenance £250.00
4. Wreningham Social – contribution towards Mardle £100.00
5. Community Heartbeat – replacement defibrillator equipment £148.74
6. Norfolk PTS – clerk’s training £31.50
7. Creative Play - springer £1075.20
4. To note payments raised between meetings with prior approval
5. To note receipts
 1. South Norfolk Council 2nd half precept - £5202.00
6. To consider budget requirements for 2024/25 financial year for Precept level.
8. Village - Maintenance and Highways
 1. South Norfolk Flood Officers visit
 2. Play equipment report
 3. 2nd Dog Waste bin
 4. 2nd Defibrillator
 5. 2024 Open Gardens
9. Village – Projects, etc.
 1. The Farthings
 2. Wreningham Open Gardens 2024
 3. Gigaclear coming to Wreningham – Report from Cllr B Jarvis
 4. Request to use Parish Playing Field by Friends of Wreningham School – June 2024
10. Consultations
 1. Main Modifications to the Greater Norwich Local Plan
 2. South Norfolk Polling stations
11. Correspondence
 1. Damage on Hethel Road
 2. Broadland and South Norfolk Business Awards 2024
12. Date of next meeting: 9th January 2024.

WRENINGHAM PARISH COUNCIL

Community Engagement Policy

Introduction

The Parish Council is the closest tier of local government to the community. Wreningham Parish Council ("the Council") wishes to work closely with parishioners, community groups and businesses to encourage participation in decision making.

Aims and Objectives

The aim is to create an active and informed community.

The Community

The Council seeks to engage with **all** sections of Wreningham's community including the young, disenfranchised, disaffected and the elderly as well as the local business community, the clubs, organisations and societies active in the parish, its partners such as South Norfolk Council, Norfolk County Council, the neighbourhood policing team, the local school and the church. The Council is committed to engaging with anyone with an interest in the economic, social and environmental well-being of Wreningham.

Information access for the Community

The Council provides access to its records, documents and information via:

- The Clerk - Hard copy of documents can be requested as available to the public under the Freedom of Information Act.
- Village Noticeboards (Top Row, Penny's Green and Reading Room). Notices are posted by the Council and with its permission. Priorities are given to the Council, Village Hall, Information for residents of Wreningham, Businesses based in Wreningham and others. Removal of posted items will depend on space requirements / availability, priority, currency / date, state of item, relevance.
- The Mardle – items are placed in the Wreningham Village Hall's newsletter.
- Wreningham website (www.wreningham.org) – Contact information for clerk and Council documentation; Agendas and minutes of council meetings; pages and posts of relevance to the community.

Opportunities for Community Involvement

All Council meetings are open to the public and include a public session for parishioners to make representation to members. A number of projects have been initiated following representations from members of the public and suggestions by councillors. A variety of clubs and interest groups operate within the parish. Details can usually be found on the website. Parishioners are invited and encouraged to join in. All councillors are available for informal discussion and their contact details are available from the clerk.

Opportunities for Formal Representations to the Council

Representations to the Council will normally be considered at the next Council meeting. If the request is for information only the clerk will respond accordingly. The Council has a Code of Practice for handling complaints, available from the clerk. The advance publication of

WRENINGHAM PARISH COUNCIL

Community Engagement Policy

agendas gives parishioners the opportunity to make representation to the council when agenda items are discussed. All formal representations received are responded to by letter or email.

Involvement in Partnerships

The Council is committed to partnership working where it is clear that it will benefit the parish or to fulfil its statutory requirements. For example, the Council works in partnership with other tiers of government and is represented on the Wreningham Village Hall Management Committee, the Wreningham Fuel Trust and has an appointed Footpath Warden. The Clerk has a close working relationship with District and County Councillors.

Role of Council Members and Officers

Council members are advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process. Wreningham Parish Councillors are accessible, their contact details are obtainable through the clerk. They are available to talk to residents during the public session at the start of each Council meeting and at the Annual Parish Meeting. In a private capacity, councillors engage with many of Wreningham's clubs, societies and organisations, where they may promote the work of the Council and be available to parishioners.

Parish Council Contact

The Parish Clerk, Tina Higlett, by telephone 01508 530733 or email clerk.wpc@gmail.com

WRENINGHAM PARISH COUNCIL

Recording Council Meetings – Guidance for Members of the Public

Introduction

For the purposes of this policy, “recording” will include any equipment which records either or both audio and visual information on electronic or physical media for subsequent use / broadcast. Live broadcasts are not permitted.

Permission is not required. However, it is necessary to advise the Chair before the meeting so that those not wishing to be recorded can be told and can take appropriate measures. The Council expects those recording to do so without disrupting the meeting’s proceedings and to take account of those members of the public not wishing to be recorded.

Facilities

Council meetings are normally held at the Village Hall. Facilities for recording are limited as is the ability to provide a designated area for recording or for privacy from recording.

Exceptions

The recording of Council’s public meetings is permitted, except for:

- live broadcast
- Those parts of meetings from which the press and public are excluded
- In those areas which are not designated for the public’s access/use
- When the Chair deems it to be done in a disruptive manner.

What is disruptive?

This is any action or behaviour which interferes with the conduct of meetings or impedes members of the public from being able to see, hear, engage with or record the proceedings.

Examples include, but are not limited to:

- Moving outside of areas designated for the public without the consent of the Chair
- Excessive noise in recording, setting up or re-siting equipment during the debate / discussion
- Intrusive equipment, lighting and use of flash photography
- Asking people to repeat statements for the purposes of recording.

The Chair has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Safeguarding

Recording of members of the public must be kept to a minimum. It must focus on those making representations to the meeting. Those recording will be expected to respect the rights of those who may not be recorded (e.g. children, the vulnerable and those who make such a request).

Claims / Liability

Any person or organisation choosing to record or subsequently broadcast any meeting of the Council, or its committees is responsible for any claims or other liability resulting from them doing so. By choosing to film, record or broadcast Council proceedings they accept that they are required to indemnify the council, its members and its officers in relation to any such claims or liabilities.

Those undertaking recording activities are deemed to have accepted this policy whether they have read it or not.

Wreningham Community Account

Date

Description

Nov-23

Method

Out

£

In

£

Reconciled with Bank Statement

£

| | | | | | | |
|---|------|---------|--|-----------|---|------------|
| 19/08/2023 Balance | | | | | ✓ | £29,552.71 |
| 25/08/2023 SNDC (Litterpick) | Bacs | | | £20.00 | ✓ | £29,572.71 |
| 14/09/2023 H Glaves | Bacs | £11.69 | | | ✓ | £29,561.02 |
| 14/09/2023 Norfolk Training Partnership | Bacs | £44.00 | | | ✓ | £29,517.02 |
| 14/09/2023 HMRC PAYE | Bacs | £91.00 | | | ✓ | £29,426.02 |
| 14/09/2023 HMRC PAYE | Bacs | £102.40 | | | ✓ | £29,323.62 |
| 14/09/2023 SNDC | Bacs | £148.64 | | | ✓ | £29,174.98 |
| 14/09/2023 H Glaves | Bacs | £154.98 | | | | £29,020.00 |
| 14/09/2023 T Higlett | Bacs | £363.72 | | | | £28,656.28 |
| 14/09/2023 Westcotec | Bacs | £514.80 | | | | £28,141.48 |
| 14/09/2023 G Lake | Bacs | £915.00 | | | | £27,226.48 |
| 29/09/2023 SNDC (2nd half precept) | Bacs | | | £5,202.00 | | £32,428.48 |

Totals

Outgoings

£2,346.23

Income

£5,222.00

| | |
|--------------------|------------|
| Balance 19/08/2023 | £29,552.71 |
| Income | £5,222.00 |
| Outgoings | £2,346.23 |
| Total | £32,428.48 |

Business Community Account balance 18th October 2023

£32,428.48